

DUTIES OF CHAIR AND VICE CHAIR

A.C.A. § 24-7-303

The duty of the Chair is to ensure the integrity of the Board's process and to represent the Board to outside parties.

1. The Chair will see that the Board operates consistent with its own rules and those legitimately imposed on it from outside the retirement system.
 - A. Meeting discussion content will be only those issues that, according to Board policy, clearly belong to the Board to decide.
 - B. Deliberation will be timely, fair, orderly, and thorough, but also efficient, limited in time, and kept to the point.
2. The authority of the Chair consists only in making decisions on behalf of the Board that fall within and are consistent with Board policies.
 - A. The Chair is empowered to chair Board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing, etc.).
 - B. The Chair may also:
 - i. Convene meetings of the Board, or committees thereof, as prescribed by law.
 - ii. Certify actions taken by the Board.
 - iii. Serve as the official spokesperson for the Board.
 - iv. Name Board members to committees.
 - v. Perform other duties specifically requested by the Board that are deemed necessary and appropriate for the Board to fulfill its duties and responsibilities under law.

Duties of the Vice Chair

The duties of the Vice Chair are to act as temporary chair in the absence of the regular chair.

Adopted: June 12, 2002

Removed from APA: December 6, 2005